### INVITATION FOR QUOTATIONS FOR SUPPLY OF GOODS

Dear Sirs,					
Sub:	INVITATION	FOR QUOT	ΓATIONS F	OR SUPPLY OF	
1. You a	re invited to sub	mit your mo	est competiti	ve quotation for the	e following goods:-
Brief Descriptionof he Goods	Specifications*	Quantity	Delivery Period	Place of Delivery	Installation Requirementif any

#### 2. Bid Price

To

- a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating, and rewriting.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) Sales tax in connection with the sale shall be shown separately.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The Prices shall be quoted in Indian Rupees only.
- 3. Each bidder shall submit only one quotation.

## 4. Validity of Quotation

Quotation shall remain valid for a period not less than 15 days after the deadline date specified for submission.

### 5. Evaluation of Quotations

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e., which

- (a) are properly signed; and
- (b) Conform to the terms and conditions, and specifications.

The Quotations would be evaluated for all the item together/would be evaluated separately for each item. [Select one of the options].

Sales tax in connection with sale of goods shall not be considered in evaluation.

#### 6. Award of contract

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- 7.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- 7.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- 7. Payment shall be made immediately after delivery of the goods.
- 8. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
- 10. We look forward to receiving your quotations and thank you for your interest in this project.

(Purchase	er)
Name:	
Address:	
Tel. No.	
Fax No.	

#### **FORMAT OF OUOTATION**\*

Sl.	<b>Description</b>	Specifications	Qty.	Unit	Quoted	<b>Total Amount</b>	
No.	Goods				Unit Rate in Rs.		
						In	In
						Figures	Words
	mom . v						
	TOTAL						
	GST						

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. ......(amount in figures) (Rs. ..... amount in words) within

specified in the Invitation for Quotations.

the period

Gross Total Cost: Rs. .....

We also confirm that the normal commercial warrantee/guarantee of ...... months shall applyto the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

**Signature of Supplier** 

# संलग्न प्रपत्र–Annexure - 1

समग्रियों की	विशिष्टियों	मात्रा	आपूर्ति करने की अवधि	आपूर्ति करने	स्थापित करने
संक्षिप्त विवरण			की अवधि	का स्थान	का स्थान